

Example – Appeal Board Approval Letter

REPORT OF THE SPECIAL ASSISTANT ATTORNEY GENERAL FOR CLAIMS

IT IS THE INTENT OF THE IOWA ATTORNEY GENERAL'S OFFICE TO APPROVE THIS
GENERAL CLAIM

<u>Claim No.</u>	<u>Claimant</u>	<u>Nature</u>	<u>Amount of Claim</u>	<u>Action to be Taken</u>
G #####		Back Pay	\$983.60	\$957.46-Approve (\$827.40 to claimant)

Date of Claim: 1/22/2010 **Date Received:** 2/18/11

Claimant, _____ is an employee with the Iowa Department _____. The claimant was due a merit increase on January 22, 2010 which was not received as she was in leave status at the time. She should have received the increase when she returned from leave in the 2/5/10 pay period but did not.

Based on the recommendations of the Department of Administrative Services, the claimant's agency, and the investigation of the Iowa Attorney General's office and the Special Assistant Attorney General, this claim shall be approved by Counsel and claimant shall be notified. *Counsel notes this payment is not an admission of responsibility.*

As determined by the Department of Administrative Services (DAS), payment of the claim should be made to the claimant through Payroll Processing and payment made directly to the Iowa Department _____, in the amount of \$957.46 (to cover \$827.40 claimant is to be paid, plus state share benefits for FICA and IPERS as directed below.)

\$ 424.22	allocate payment to FY 2010 fiscal year
\$ 533.24	allocate payment to FY 2011 fiscal year
\$ 28.04	allocate FICA Tax (7.65%) FY 2010
\$ 35.25	allocate FICA Tax (7.65%) FY 2011

**Always enter the amount
"to claimant" on the 846 P1.**

Retirement (Rates are based on job class and retirement system, as established each fiscal year)

\$ 29.58	IPERS Retirement FY 2010
\$ 37.19	IPERS Retirement FY 2011

RECOMMENDATION OF THE SPECIAL ASSISTANT ATTORNEY GENERAL: Approve

_____/pro
SPECIAL ASSISTANT ATTORNEY GENERAL

ACTION BY THE STATE APPEAL BOARD: _____

APPROVED

DATE ACTED UPON: _____

SEP 06 2011

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STATE OF IOWA

TERRY BRANSTAD, GOVERNOR
KIM REYNOLDS, LT. GOVERNOR

STATE APPEAL BOARD

DAVID ROEDERER, DIRECTOR, DEPT. OF MANAGEMENT
MICHAEL L. FITZGERALD, TREASURER OF STATE
DAVID A. VAUDT, AUDITOR OF STATE

February 1, 2012

LOCAL

Dear Ms. :

January 10, 2012, the State Appeal Board met in accordance with Chapter 25, Code of Iowa, 2009. The attached claim (G) was approved by the Board for \$3,055.01 (\$2,640.00 to claimant) and will be paid by the State Appeal Board (see JV1 attached). Then, will pay through normal payroll processing.

Please issue the voucher and advise the Board of the date of issue and warrant numbers as soon as possible. A photocopy of this letter with notations thereon is adequate and preferable for reporting purposes.

If for any reason you cannot fulfill these directions, please advise us in writing of such circumstances.

Sincerely,

Again, always enter the amount "to claimant" on the 846 P1. This amount can differ from the "Amount of Claim" which is why it's important you enter the correct amount.

~~Risk Manager~~
STATE APPEAL BOARD

<u>Claim No</u>	<u>And Address</u>	<u>Amount of Claim</u>	<u>Payment Approved By Board</u>
G		\$2,640.00	\$3,055.01